

**RFQ NOTIFICATION SHEET**  
**Office of Contracts and Rate Setting**

State of Michigan  
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount:	ITB Number
<b>\$163,977.00</b>	<b>DHS 55SFSC01</b>

<b>Bid Description:</b> <b>Menominee County - Strong Families Safe Children funded Family Support Program</b>
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<b>Due Date For Response:</b> <b>07/14/2006</b>
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<b>Contact Person Name:</b> <b>Leonard Welling</b>	<b>Phone #:</b> <b>906-863-1438</b>
<b>E-Mail Address:</b> <b>WellingL@michigan.gov</b>	

**REQUEST FOR QUOTE**  
Michigan Department of Human Services

Contract/RFQ Number: **SFSC-07-55001-1**

Bid Submission Due Date & Time: **July 14, 2006 4:00 PM CDT**

Geographic Area to be Served: **Menominee County**

Service Titles: **Family Support Program**

Anticipated Contract Begin and End Dates: **October 1, 2006 through September 30, 2009**

Method of Reimbursement: **x** Actual Cost Unit Rate

Maximum Annual Contract Amount: **\$ 54,659.00** per year

Issuing Office: Department of Human Services **Menominee**

Contact Person: **Leonard Welling**

Telephone #: **906-863-1438** Fax #: **906-863-7426**

Email Address: **WellingL@michigan.gov**

Pre-proposal Conference: (Date, time, location) **July 5, 2006 10:00 CDT Menominee DHS  
2612 10<sup>th</sup> Street, Menominee, Michigan**  
(Please notify the contact person above if you plan on attending)

Bidder Questions Due Date & Time: **July 5, 2006 9:00 AM CDT**

Submit 6 copies of the bid response and two (2) copies of the budget document, in a separate sealed envelope, to this address:

<b>Menominee County DHS</b>		
DHS Office		
<b>2612 10<sup>th</sup> Street</b>		
Street Address		
<b>Menominee</b>	<b>MI</b>	<b>49858</b>
City	State	Zip

The bidder must submit all inquires regarding content via e-mail or surface mail. Bid responses must be submitted in person or via surface mail. Neither fax nor e-mail transmission of bid responses will be considered for award. If DHS believes that clarification of its initial material is necessary, information will be posted to the DHS RFQ web site. Likewise, if DHS determines it is necessary to revise any part of this RFQ, addenda informing will be posted to the DHS RFQ web site.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award. The contract amount for subsequent years will be dependent on DHS’ availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

To be considered, bid responses must arrive at the Issuing Office on or before the date specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder’s fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority: P.A. 2080 of 1939.	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
Completion: Mandatory.	
Penalty: Contract Invalid	

**BIDDER OVERVIEW**

This Request for Quote (RFQ) package contains the following elements:

- 1. Cover Sheet

2. Description of Services for Bid
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

## **Description of Services for Bid**

### **I. CONTRACTOR RESPONSIBILITIES**

#### **A. Geographic Area**

The Contractor shall provide services described herein in the following geographic area: Menominee County.

#### **B. Location of Facilities**

The Contractor shall provide services described herein in facilities located at:

Client homes and various public and private facilities.

#### **C. Client Eligibility Criteria**

##### **1. Eligibility Criteria**

- Families open to the Children's Protective Services Program and other "preponderance of evidence" Category III (P.A. 484 of 1998) families (open or closed cases) who are referred to community based services.
- Family members and their children active with the DHS Delinquency Services Program.
- Court supervised court wards at risk of out of home placement due to delinquent behavior.
- Families open to the Preventive Services for Families Program if the source of funding includes Prevention as an eligible group (i.e. Strong Families/Safe Children (SFSC) or Child Protection/Community Partners (CPCP)).
- Family members and children open to the DHS Foster Care Program.
- Family members and children of an adoptive family for whom a need for post-adoptive services has been identified by the DHS.
- Families with a child at risk of out of home placement due to other risk factors (i.e. single parent family, poverty, substance abuse, domestic violence, etc.)

##### **2. Determination of Eligibility**

The Contractor shall determine eligibility based upon receipt of a written referral from the referring Agency worker. The Contractor shall ensure that the written referral documents that the child/family is open to one of the programs identified in the Eligibility Criteria listed above or that the factors placing the child at risk of out of home placement are identified.

D. Services to be Delivered

Service #1 of 1: Family Support Program

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Provide a Family Support Program Manager with a minimum of a bachelor degree in a human services field. The Family Support Program Manager shall be responsible for supervising one full time Family Support Program Worker.
- b. Provide a Family Support Program Worker with a minimum of a bachelor degree in a human services field. Ensure that the Family Support Program Worker attend and complete Families First Program Training when it is available.
- c. Develop a procedure for accepting written referrals in consultation with the DHS. Accept written referrals from DHS staff or other community agency staff on a first come first served basis but with the highest priority given to those families with a child(ren) at imminent risk of removal from the home or those families that have a child already in out of home placement. Maintain a waiting list in the event a referred client/family cannot be immediately served with priority again given to those families with a child(ren) at highest risk of out of home placement. In the event a client/family will need to be placed on a waiting list the Contractor will immediately notify the referring agency caseworker. Maintain an ongoing active caseload of no more than 12 families at any one time.
- d. Ensure that the Family Support Program Worker makes contact with the referred family within two (2) business days of receiving the written referral to establish a mutually agreed

upon date and time to conduct the initial home visit with the family.

- e. Ensure the Family Support Program Worker conducts an initial face to face meeting with the family within seven (7) calendar days of receiving the written referral.
- f. The Family Support Program Worker shall complete an initial written assessment of the family within 30 calendar days of receiving the written referral and shall forward the written assessment to the referring agency worker immediately upon completion. The assessment shall include identifying information about the family, the reason for referral, assessment of the family's needs, an assessment of risk factors, and shall identify case goals, objectives, and outcomes expected.
- g. Ensure that the Family Support Program Worker provides a range of services to the client/family which may include but not be limited to:
  - 1. Parenting Skills Education
    - Discipline and child management
    - Alternatives to corporal punishments
    - Age appropriate expectations
    - Setting behavior and time limits
    - Effective communication
    - Active listening
    - Children's basic needs (nutrition, safety, etc)
    - Child development
    - Reinforcing positive behavior
    - Parents as role models
    - Displaying appropriate parent/child affection and trust
    - Creating safety plans
  - 2. Family, individual, and/or marital instruction
    - Anger management techniques
    - Improving communication skills
    - Developing and accessing family and community resources
    - Improving self esteem

- Stress management
3. Life/Home Management Skills
    - Budgeting
    - Supporting children's education
    - Nutrition and meal planning
    - Family planning and birth control education
    - Creating appropriate family rules
  4. Helping families access transportation services and/or transporting families if needed to obtain needed services.
  5. Utilizing written materials, videos, role playing, directed interactions, discussions, and/or modeling appropriate behaviors to facilitate education sessions.
- h. Provide a written monthly progress report to the referring agency worker which shall document at a minimum the dates of contact, topics covered, quality of parental participation, and progress toward established goals.
  - i. Ensure that the Family Support Program Worker has a flexible work schedule to support the needs of the referred family.
  - j. Provide testimony in court as needed regarding any referred client/family.
  - k. Ensure that the Family Support Program Worker maintains ongoing contact with the referring agency worker at a frequency sufficient to address the circumstances of the individual case, as agreed upon with the referring agency worker, but not less than once per month.
  - l. Ensure that the Family Support Program Worker meets with the client/family face to face a minimum of once per week for a minimum total of at least two hours per week for the purpose of direct service delivery. Incidental contacts with family members at court hearings, case coordination meetings such as Wraparound, etc. shall not be counted as meeting minimum face to face requirements. The preferred location of face to face contact shall be the client/family's home.



- m. Complete and submit to the referring agency worker a written termination report within 15 calendar days of the client/family's completion of services or termination of services. The report shall contain at a minimum the reason for closure, progress made toward established case goals, and an assessment of any needs or risk factors that may require follow up services by another agency.
- n. Client/families may be served for up to six months. An extension may be granted in consultation with the Family Support Program Manager, and the referring agency worker, and the DHS contract administrator.

## 2. Volume of Service

Clients - The estimated number of eligible clients to be served during the period of this Agreement shall be: 40

Unit Definition(s): One unit equals one hour of face to face contact of the Family Support Program Worker with a referred client/family for the purpose of direct service delivery.

Units: The estimated number of units to be provided during the term of this Agreement shall be: 1,248.

## Evaluation Outcome Criteria:

- 1. 90% of families served shall not have a substantiated CPS complaint during the period services are provided or during the six months following completion of the service.
- 2. 90% of families served will be intact at the time services are completed and for the six month period following termination of services.
- 3. For families referred for reunification services 90% shall not have a replacement of a child who has been returned home from out of home care. Replacement is defined as a court ordered removal of a child during the period services are provided and for the six month period following termination of services.

## REQUEST FOR QUOTE - RATING CRITERIA

This request for quote/proposal will not be reviewed and the bidder will be disqualified from further consideration for award if:

The educational qualifications for the Family Support Program Manager and Worker are not met.

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

### **I. Bidder's Experience/Qualifications**

(Maximum points 30)

#### **A. Agency**

1. Has bidder ever performed similar services for DHS or another purchaser?

Considerations:

- . How recently were services provided and for what duration?

#### **B. Staff**

1. Do the position descriptions for direct services staff persons require experience in this or related services?

Considerations:

- . Length of experience
- . Similarity of experience to services to be required

2. Does the supervisory staff, who will provide supervision and oversight of direct-care staff, have previous work experience in this or related services?

Considerations:

- . Length of experience
- . Similarity of experience to services to be required.
- . Is supervisory staff required to have an appropriate level of direct care experience?

#### **C. Education**

1. Are educational requirements appropriate for each of the following types of staff?
  - . Direct Service
  - . Supervisory
2. Does the bidder provide an acceptable level of training for new staff?
3. Does the bidder have an acceptable level of on-going training to staff?

**D. Performance**

1. If these or similar services were provided to other purchasers:
  - . Were the purchasers satisfied with the services provided?
  - . Were the services monitored by the purchasing agency?
  - . If yes, were monitoring reports satisfactory?

**II. Program Implementation (Work Plan)**

(Maximum points 30)

**A. Service Delivery**

1. Are step-by-step procedures described in detail? Do they demonstrate ability to fully implement the program?
2. Does the bid response adequately describe how the bidder will engage eligible clients and encourage a high level of participation?
3. Does the bidder have an acceptable plan in place to assure that it will begin on the identified date?
4. Does the bidder demonstrate the ability to coordinate services with other agencies for clients served by multiple systems?

**B. Staffing**

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does the bidder identify an adequate plan to assure an appropriate level of staff screening?

3. Does the bidder have an acceptable turnover rate for direct care staff?
4. Does the bidder have an acceptable plan in place to address continuation of service when staff turnover occurs?

**C. Support Activities**

1. Does the bidder identify an adequate plan to assure an appropriate level of client confidentiality?

**III. Outcomes**

(Maximum points 10)

- A. Were behavioral outcomes of services provided to DHS or other purchasers satisfactory?
- B. Was the bidder able to demonstrate ability to establish and achieve outcome goals?
- C. Does the bidder demonstrate an ability to perform follow-up with clients and assess effectiveness of its services?

**IV. Fiscal Resource Allocation**

(Maximum points 15)

- A. Is supervisory support adequate with respect to appropriate:
  - . Consultation
  - . Back-up
  - . Span of control
- B. Are the number of direct-care staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and Narrative portions of the bid response?
- C. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement.

- D. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- E. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?

**V. Availability/Accessibility**

(Maximum points 15)

- A. Does the bid response adequately describe how bidder will provide outreach services?
- B. Is the bidder able to provide services at times when most clients can access them?
- C. Does the bidder make adequate provision for client transportation needs?

**Price Competition**

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

## REQUEST FOR QUOTE POLICY

### General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

#### 1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

#### 2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

#### 3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

#### 4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

#### 5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using the exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
  - 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
  - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
  - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
  - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
  - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.



## BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

### To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us/>
  - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
  3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
  - The bid response should be paginated, except for attachments
  - Font size should be 12 or larger
  - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

## BIDDER RESPONSE SECTION

1. Bidder Name: \_\_\_\_\_

2. Bidder Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Bidder E-mail Address: \_\_\_\_\_

Bidder Fax Number: \_\_\_\_\_

3. Bidder Mail Code: \_\_\_\_\_ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

\_\_\_\_\_ private, non-profit    \_\_\_\_\_ private, proprietary    \_\_\_\_\_ public    \_\_\_\_\_ university

5. Bidder's fiscal year begin date: \_\_\_\_\_ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Telephone Number)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

\_\_\_\_\_  
Signature of Organization  
President or Director

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Typed Name of Organization  
President or Director

\_\_\_\_\_  
(Date)

**A. Bidder Experience/Qualifications**

Provide the following information:

1. Length of time providing this or similar services
2. List locations within the state at which the bidder maintains office that will be involved in providing service.
3. List all contracts with DHS that have been in place within the past 5 years.
4. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:
  - . Brief description of service provided;
  - . Recipient of service;
  - . Dates of service provision;
  - . Describe the degree of similarity between related services the bidder has provided and the services being bid;
  - . Name and telephone number of a contact person for each individual or agency for whom service was provided.
5. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:
  - . Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.) Include resumes for all current staff who will provide services if the contract is awarded to the bidder. For all positions, identify minimum requirements with regard to education, years and type of experience, training, etc.
  - . Attach a salary schedule for each staff employee who will provide services as identified above. Include all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.
  - . For each position, list the number of hours and the number of weeks to be committed to the services being bid.
6. Describe your current rate of turnover, (overall and direct service) including expectations for current staff continuance, planned staff reductions or growth, and

comment regarding anticipated future turnover. Describe mechanisms in place to encourage staff retention.

7. Provide an organization chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS' Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.

**B. Work Plan (Program Implementation)**

In narrative form, please describe how the bidder would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Describe the needs and strengths of the client population and how that will impact on service delivery.
2. Prepare a description of the way in which service would be provided to a client.
  - a. List each step, process, or activity a typical client would encounter in successfully completing the service (similar to a program flow chart).
3. For each process or activity, indicate how completing that process or activity would advance the client in accomplishing the general purpose of the service. Indicate the anticipated duration of service required to complete the service: hours per day, days per week, and total hours/week.
4. **Supervision**

Describe when and how staff will be supervised.
5. **Staff Allocation**

Describe the method used to determine the amount of staff time (both management and direct) needed to fulfill the terms of the service as described.
6. Explain how client will participate in identifying of needs and decision-making.
7. Once the contract is awarded, indicate how long it will be before you or your agency will be able to provide service (be specific, i.e., 30 days, 45 days, etc.) Confirm ability to provide service on the identified date.
8. How will the bidder interact with other agencies involved with the client's plan of treatment?

- . Court
- . DHS
- . Other Agencies

8. **Curriculum** - For teaching and/or training services, provide a copy of the curriculum that will be used. If not applicable to your service, enter N/A.

If the curriculum is specified in the RFQ and must be followed as outlined, indicate "Will follow required curriculum." Identify all audio-visual and/or training aids that will be used.

### **C. Achievement of Outcomes**

1. Specify the number of clients expected to achieve the desired outcomes.
2. Identify anticipated outcomes for the services to be provided.
3. What percentage of outcomes will be achieved for clients served?

### **D. Availability**

1. Specify normal hours of business.
2. Indicate ability and willingness to provide additional hours at other times or days if necessary.
3. Identify each location where services will be provided. Include the street address, city, and zip code for all locations.
4. Do facilities and services allow/encourage participation by clients with disabilities? That is, are training facilities accessible by wheelchair? Are restrooms accessible, etc?
5. Indicate ability to arrange transportation for clients to receive services, such as convenience to public transportation, bidder-owned vehicles, etc.
6. Access to public transportation.
7. Outreach  
Indicate ability to provide outreach services in clients' homes or mutually agreed-upon locations if this is requested in the service description. Ability to respond to crisis situations.
8. Special assistance
  - . How available
  - . How used and when
9. Other  
Based on DHS' description of the client population, describe any special considerations in the quotation or plans for providing services.

## **E. Budget Completion**

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) ([http://www.michigan.gov/documents/CM-468ex\\_15681\\_7.xlt](http://www.michigan.gov/documents/CM-468ex_15681_7.xlt)) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period.

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.
- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

## **F. Budget Narrative**

Use the attached Resource Grid (CM-0043), (attachment B) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.
2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

**BIDDER NAME:**

**PRICE QUOTATION**

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1: \_\_\_\_\_

Unit Definition: \_\_\_\_\_

a. Price per unit of service: \$ \_\_\_\_\_/unit

Service #2 (if applicable): \_\_\_\_\_

Unit Definition: \_\_\_\_\_

a. Price per unit of service: \$ \_\_\_\_\_/unit

Service #3 (if applicable): \_\_\_\_\_

Unit Definition: \_\_\_\_\_

a. Price per unit of service: \$ \_\_\_\_\_/unit

Service #4 (if applicable): \_\_\_\_\_

Unit Definition: \_\_\_\_\_

a. Price per unit of service: \$ \_\_\_\_\_/unit

Bidder: Submit this form in a separate envelope with the budget.

**BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS**

Michigan Department of Human Services

Bidder Name *	
County	Type of Service

CATEGORY	POSITIONS	RATE/ HOUR	HOURS/ WEEK	# OF WEEKS	QUALIFICATIONS
<b>**MANAGERIAL/ SUPERVISORY</b>					
<b>DIRECT SERVICE</b>					
<b>SUPPORT STAFF</b>					

\* Please provide information on staffing only for services to be provided for the request for quote/contract.

\*\*Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, prorate the position into the correct categories.

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## RESOURCE GRID

### MICHIGAN DEPARTMENT OF HUMAN SERVICES

\* Do not include dollar amounts.

\*\* List any match resources your agency will be providing and the fund source of that match.

Resource	Description
Employee Fringe Benefits (FTEs by position)	
Occupancy (square feet and number of Facilities)	
Communications (fax, telephone, number of lines and phones)	
Supplies (general, program, duplicating)	
Equipment	
Local Transportation (number of miles for client transportation)	
Contractual Services	
Specific Assistance to Individuals	
Miscellaneous	

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